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Command Posts

**COMMAND POST ORGANIZATIONS
GUIDE--UNIT COMPLIANCE INSPECTION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This inspection guide is developed to support AFI 90-201 and AFI 90-201, USAFE Supplement 1, *Inspector General Activities*, inspection programs. This guide identifies compliance items that support guidance in the following: law, executive order, higher headquarters publication (Department of Defense (DoD), JCS, FAA, AFI, AFMAN, AFOSH, AFTO, etc.) and United States Air Forces in Europe (USAFE) publications. It applies to the USAFE Command Center, all USAFE Command Posts, Geographically Separated Units (GSU) and members as indicated in paragraph 2. This guide supports guidance in AFI 10-207, *USAF Command Posts*, and USAFEI 10-207, *USAFE Command Posts*. This guide applies to active duty USAFE units and those reserve forces assigned to USAFE. This guide is intended for inspection use. Send comments and suggested improvements to this publication on AF Form 847, **Recommendations for Change of Publication**, to AFEUR, A31P USAFE C2 Policy and Procedures, Unit 3050 Box 170, APO AE 09094-0170. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.

1. General. The items listed do not constitute the order or limit the scope of the inspection or assessment. As a minimum, units should use USAFE inspection guides in conjunction with the Unit Self-Assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Higher headquarters may use this guide in whole or in part during visits or exercises. Users may add items that, in the exercise of good judgment, require examination.

1.1. Core Compliance Guide Items (CCGI) and Compliance Guide Items (CGI). Items identified by functional managers to prioritize command requirements and to allow the USAFE/IG inspectors to assess criticality of deficiencies.

1.1.1. CCGI. Items identified by HQ USAFE directorates and functional managers as key result areas for successful mission accomplishment including, but not limited to, items where noncompliance could result in serious injury, loss of life, excessive cost, litigation or affect system reliability. These requirements may

be mandated by law, Executive Order, DoD directive, safety or Air Force and USAFE strategic plans. CCGIs will be referred to as significant guide items requiring direct IG evaluation. Upper case and bold letters are used to identify CCGIs.

1.1.2. CGI. CGI includes areas that require special vigilance and are important to the overall performance of the unit. Noncompliance could result in some negative impact on mission performance but is not likely to result in injury, unnecessary cost, or litigation. Standard sentence case is used to identify CGIs.

2. Applicability. All items in this inspection guide are assigned an applicability code to designate which type of unit the item applies. Applicability codes are described in the following table as defined in AFI 90-201, USAFE Supplement 1.

Table 1. Applicability Code.

IAC	UNIT
1.	HQ USAFE
2.	NUMBERED AIR FORCE (3AF, 16AF)
3.	MAIN OPERATING BASE (Aviano, Incirlik, Lakenheath, Ramstein)
4.	ASOG (Including associated ASOS and weather detachments--Heidelberg)
5.	MUNSS (Buechel, Ghedi, Kleine Brogel, Volkel)
6.	ABS/ABG (Izmir, Fairford, Geilenkirchen, Molesworth, Alconbury Upwood, Moron, Rhein Main, Stavanger, San Vito)
7.	COMMUNICATION SITES (Croughton, Pruem, Uxbridge)
8.	USAFE Postal Activities
9.	USAFE Joint Support Squadron and Associated Detachments
10.	Other (Non-NSNF Main Operating Bases) (Mildenhall, Lajes, Keflavik)
11.	Spangdahlem
12.	Geographically Separated Units (GSU)

NOTE: References listed in this guide are not all-inclusive.

Item No.	Item	REFERENCE	IAC	Yes/No
1.	COMMAND POST MANAGEMENT	USAFEI 10-207		
1.1.	Is the command post (CP) organized appropriately?	paragraphs 1.4, and 2.2 and AFI 10-207, paragraphs 1.5 and 2.3	1,3,5,10, 11	
1.2.	Are all enlisted controllers placed on Basic Allowance for Subsistence (BAS), particularly those shift workers residing in the dormitory?	paragraph 1.5.2 and AFI 10-207, paragraph 1.5.2	1,3,5,10, 11	
1.3.	Are units monitoring unit-flying operations?	Paragraphs 1.3.6-1.3.8	3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
1.4.	(CCGI) Have 24-Hour Points of Contact (UCC) been established to receive and relay alert directives/ OPREP-3 Reports for GSU, associated, attached, etc. units?	paragraph 1.5.2.4	3,10,11	
1.5.	(CCGI) Has 24 hour points of contacts for GSUs, associated, attached etc., units been incorporated in the unit alert plan?	paragraph 1.5.2.4	3,10,11	
1.6.	Has a library custodian or designated individual been appointed to manage the functional publication library set?	paragraph 1.5.3.4	3,5,10,11	
1.7.	Has an equipment custodian and alternate been appointed for CP equipment?	paragraph 1.5.3.5 and AFI 23-113 paragraph 7.6.3	1,3,5,10,11	
1.8.	Has the equipment custodian attended Equipment Custodian training and established and maintained a Government Purchase Card (GPC) account?	paragraph 1.5.3.5 and AFI 64-117, paragraph 2.3	1,3,5,10,11	
1.9.	(CCGI) Is a COMSEC Responsible Officer (CRO) appointed and is required COMSEC material available?	paragraph 1.5.3.8 and AFI 33-211, paragraph 4.1	1,3,5,10,11	
1.10.	Is a STU-III/STE responsible officer (SRO) appointed and are required STU-III/STE materials available?	AFI 33-209, Chapters 2 and 3	1,3,5,10,11	
1.11.	(CCGI) Is a unit alert plan or file developed IAW USAFE EAF Vol II and tailored to local directives?	paragraph 1.5.3.9 and EUCOM EAP Vol II Ch1 paragraph 4	1,3,5,10,11	
1.12.	Is the budget requirements prepared and submitted to the appropriate agency?	paragraph 1.5.3.10	3,5,10,11	
1.13.	Are assigned weapons inspected for serviceability through local combat arms personnel annually?	paragraph 1.5.3.12	3,5	
1.14.	Are weapons assigned to the CP, cleaned and inspected at least once per month?	paragraph 1.5.3.12	3,5	
1.15.	(CCGI) Are MOB's that support a GSU, conducting visits to UCCs and GSU supported units IAW USAFEI 10-207?	paragraph 1.5.3.24.1	3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
1.16.	(CCGI) Is unit alert recall plan developed and signed by the commander?	paragraph 1.5.3.25	1,3,5,10, 11	
1.17.	(CCGI) Does the unit alert recall plan also address Communications Out procedures?	paragraph 1.5.3.25	1,3,5,10, 11	
1.18.	Are COMREPs accomplishing all required actions for the unit?	paragraph 1.5.4	10	
1.19.	(CCGI) Has unit trained appointed, and equipped sufficient primary and alternate WOC LIAISONs?	paragraph 1.5.8	5	
1.20.	Is the CP equipped with food storage and preparation equipment?	paragraph 2.3.10	1,3,5,10, 11	
1.21.	Has each unit designated a location as a possible alternate CP?	paragraph 2.19	5	
1.22.	(CCGI) Grounding and Lightning Protection System requirements met according to AFI 32-1065?	paragraph 2.20	3,5,10, 11	
1.23.	Are duty shifts routinely scheduled for 8 hours except during periods of austere manning, battle staff operations, or other high operations tempo periods?	paragraph 3.3	1,3,5,10, 11	
1.24.	Are controllers exempt from mandatory meetings outside the CP and later informed on items of interest?	paragraph 3.4.1 and AFI 10-207 paragraph 2.2.11.3	1,3,5,10, 11	
1.25.	Are controllers not assigned additional duties or details outside the scope of command and control (C2) functions (exception bay orderly)?	paragraph 3.4.2 and AFI 10-207 paragraph 2.2.11	1,3,5,10, 11	
1.26.	Are all CP individuals maintaining individual weapons qualifications?	paragraph 3.5.3 and AFI 10-207 paragraph 5.1.3	1,3,5,10, 11	
1.27.	US Air Force Restricted Area Badges, AF Form 2586 "Unescorted Entry Authorization Certificate."			
1.27.1.	Has CP management designated enough CP personnel to sign the AF Form 2586?	paragraph 3.7-3.7.1 and AFI 10-207 paragraphs 2.8.1 and 9.2.2.5	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
1.27.2.	Has a restricted area number been assigned to the command post, and are only those personnel who routinely work in the CP given this area?	paragraph 3.7.2 and AFI 10-207 paragraphs 2.8.1 and 9.2.2.5	1,3,5,10, 11	
1.27.3.	Has a restricted area number been assigned to the Battle Staff, and are only those personnel that normally only require entry to the CP during Battle Staff or other high-density operations given this area?	paragraph 3.7.3 and AFI 10-207 paragraphs 2.8.1 and 9.2.2.5	3,10,11	
1.28.	(CCGI) Has the CP established a functional publication library set and does it contain current publications required to accomplish the mission?	paragraph 3.9	1,3,5,10, 11	
1.29.	(CCGI) Are minimum required publications/materials within immediate reach of the EA Console?	paragraph 3.9.1	1,3,5,10, 11	
1.30.	Are operating instructions (OI) and/or quick reaction checklists (QRC) current and reviewed annually for currency by Chief of CP?	paragraphs 3.11.3 and 3.12.5 and AFI 10-207 paragraph 2.3.6	1,3,5,10, 11	
1.31.	Are all QRC sets (console, ALT, Training) identical?	paragraph 3.12.1 and AFI 10-207 paragraph 2.3.6	1,3,5,10, 11	
1.32.	Are checklists constructed to ensure controller teams do not make more than 7 notifications per controller?	paragraph 3.12.4.2	3,5,10, 11	
1.33.	Do checklists include the requirement to notify the Crisis Incident Stress Team (CIST) chief of potential traumatic events or after a "Class A" mishap?	paragraph 3.12.4.6	3,5,10, 11	
1.34.	(CCGI) Are OIs/QRCs developed to cover all developed to cover all applicable CP functions/controller duties?	paragraph 3.13 and attachment 2 and AFI 10-207 paragraph 2.3.6	1,3,5,10, 11	
1.35.	Do shift changeover checklists address all required items?	paragraph 3.14	1,3,5,10, 11	
1.36.	Is the Command Post tracking unit senior leadership and distinguished visitors?	paragraph 3.14.5 and AFI 10-207 paragraphs 4.1.6 and 4.1.8.1	1,3,5,10, 11	
1.37.	Does the shift duties checklist meet required criteria?	Paragraph 3.15	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
1.38.	Are duress alarms and emergency lighting checked IAW local procedures?	paragraph 3.15.7, 3.15.3 and AFI 10-207 paragraph 2.8	1,3,5,10, 11	
1.39.	Is Giant Voice or public address system used to provide installation personnel with information specific to force protection and force survival?	paragraph 3.16.4	3,5,10, 11	
1.40.	(CCGI) Alternate CP (ACP):			
1.40.1.	Has unit developed/maintained OI/ QRC for activation?	paragraph 2.2.4.1 and AFI 10-207 paragraph 2.2.4.1	1,3,10, 11	
1.40.2.	Once activated is it manned continuously?	paragraph 3.17, paragraph 3.17.1 and AFI 10-207 paragraph 2.2.4.1	1,3,10, 11	
1.40.3.	Are all the required materials available once activated?	paragraph 3.17.2-3.17.4 and AFI 10-207 paragraph 2.2.4.1	1,3,10, 11	
1.41.	Are controllers completing required entries in the USAFE Form 860, Events Log?	paragraph 3.18 and AFI 10-207 paragraph 4.1.7	1,3,5,10, 11	
1.42.	Are Events Logs reviewed and documented no later than the following duty day by management?	paragraph 3.18.17	1,3,5,10, 11	
1.43.	Are completed Events Logs retained for three months?	paragraph 3.18.18	1,3,5,10, 11	
1.44.	Is a controller information file (CIF) maintained and is it reviewed by controllers prior to assuming duty?	paragraph 3.19	1,3,5,10, 11	
1.45.	If emergency power generator remote controls are located within the command post, does the CP have operating procedures, manufacturer's instructions, or technical data to operate the generator?	paragraph 3.22	3,5,10, 11	
1.46.	Are personnel assigned against authorizations in the unit-manning document performing duties as described in USAFE directives?	paragraph 4.3, AFI 10-207 paragraph 2.2.5	1,3,5,10, 11	
1.47.	Is the monthly command post manning report submitted IAW HHQ directives?	paragraph 4.7	3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
1.48.	Has a self-inspection been performed and documented NET sixty days and NLT thirty days prior to SAV team arrival?	paragraphs 6.1.2.1 or 6.1.2.2	3,5,10,11	
1.49.	Has a self-inspection been performed semi-annually?	paragraph 6.1.2.1 or 6.1.2.2 AFI 90-201 paragraph 2.5, 2.6	1,3,5,10,11	
1.50.	Have discrepancies been documented and corrective actions followed-up?	paragraphs 6.1.2.1 or 6.1.2.2, AFI 90-201 paragraphs 2.5, 2.6	1,3,5,10,11	
1.51.	Are copies of previous IG/SAV reports maintained in the Self-Inspection binder?	paragraphs 6.1.2.1 or 6.1.2.2, AFI 90-201 paragraphs 2.5, 2.6	1,3,5,10,11	
1.52.	Have CP managers developed and maintained a self-inspection program?	paragraphs 6.1.1 or 6.1.2.2, AFI 90-201 paragraphs 2.5, 2.6	1,3,5,10,11	
2.	TRAINING, CERTIFICATION AND CONTROLLER QUALIFICATION			
2.1.	Is the AF Form 623, "Individual Training Record" maintained IAW AFI 36-2201?	AFI 10-207, paragraph 2.2.6.3	1,3,5,10,11	
2.2.	Have all trainers received the required training from the base OJT manager on being a trainer?	AFI 10-207, paragraph 5.1.5.1	1,3,5,10,11	
2.3.	Have task certifiers received required training?	AFI 10-207, paragraph 5.1.5.2	1,3,5,10,11	
2.4.	(CCGI) Are all CP officers and 1C3s assigned to the CP certified EA controllers?	USAFEI 10-207, paragraph 1.5.2.11 EUCOM EAP Vol I Ch 1 paragraph 7a,b	1,3,5,10,11	
2.5.	Do all certified controllers perform minimum required shifts?	USAFEI 10-207, paragraph 1.5.2.11 EUCOM EAP Vol I Ch 1 paragraph 7g	1,3,5,10,11	
2.6.	Have CP managers appointed a training manager?	USAFEI 10-207, paragraph 1.5.3.1 AFI 10-207 paragraph 2.2.5 and 2.3.4	1,3,5,10,11	
2.7.	Are all controllers attending the USAFE Centralized C2 Training Course before certification?	USAFE MTP VOL I, paragraph 3.2 and USAFEI 10-207, paragraph 4.6	3,5,11	

Item No.	Item	REFERENCE	IAC	Yes/No
2.8.	(CCGI) Are all certification and recurring tests written against valid MTP Knowledge Objectives (KO) and constructed IAW the MTP?	USAFE MTP VOL I, paragraph 3.7 or USAFE MTP EUCOMEAP Vol I Ch 1 paragraph 7a,b,c	1,3,5,10, 11	
2.9.	Have multiple-choice or performance block tests been developed and administered upon completion of each UTP block?	USAFE MTP VOL I, paragraph 3.7.1 or USAFE MTP page 7 EUCOM EAP Vol I Ch 1 paragraph 7b	1,3,5,10, 11	
2.10.	(CCGI) Have controllers successfully passed all applicable certification tests prior to certification?	USAFE MTP Vol I, paragraph 3.7.2 or USAFE MTP page 7 EUCOM EAP Vol I Ch 1 paragraph 7a	1,3,5,10, 11	
2.11.	Is a copy of each month's tests maintained for one year and are they available for viewing?	USAFE MTP VOL I, paragraph 3.7.3 or USAFE MTP	1,3,5,10, 11	
2.12.	(CCGI) Are all recurring test results recorded on the Controllers Recurring Testing Record with date and score?	USAFE MTP VOL I, paragraph 3.7.3 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7a	1,3,5,10, 11	
2.13.	(CCGI) Are controllers who fail an EA test placed in remedial training?	USAFE MTP VOL I, paragraph 3.7.3.1 EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.13.1.	(CCGI) Are controllers who fail a TPC test placed in remedial training?	USAFE MTP VOL I, paragraph 3.7.3.1 EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5	
2.13.2.	(CCGI) Are controllers who fail an ED 55-25 test placed in remedial training?	USAFE MTP VOL I, paragraph 3.7.3.1 EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5	
2.14.	Are controllers who fail two TPC or two EAP tests in a 3-month period considered for decertification?	USAFE MTP VOL I, paragraph 3.7.3.1 or USAFE MTP	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
2.15.	(CCGI) Are certified controllers completing required recurring written tests?	USAFE MTP VOL I, paragraph 3.7.3, and AFI 10-207, paragraph 5.4.3.1 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7	1,3,5,10, 11	
2.16.	(CCGI) Are controllers placed in remedial training for failure of a HQ USAFE SAV or HQ USAFE IG EAP/TPC Test?	USAFE MTP VOL I, paragraph 3.7.4.1	3,5	
2.17.	(CCGI) Have controllers successfully passed an EA/Reports certification performance evaluation based on MTP Scenario performance objectives and Reports requirements?	USAFE MTP VOL I, paragraph 3.9.2 or MTP EUCOM EAP Vol I Ch 1 paragraph 7	1,3,5,10, 11	
2.18.	Does the CP maintain at least two certification scripts?	USAFE MTP VOL I, paragraph 3.9.2 or USAFE MTP	1,3,5,10, 11	
2.18.1	Extended readiness unit: Does the unit maintain two Cadre certification scripts and two extended readiness certification scripts.	USAFE MTP VOL I, paragraph 3.9.2 or USAFE MTP	3,11	
2.19.	(CCGI) Are all certified EA controllers completing performance evaluations as specified in the MTP?	USAFE MTP VOL I, paragraph 3.9.3 EUCOM EAP Vol I Ch 1 paragraph 7h	1,3,5,11	
2.20.	Are controllers recommended for decertification upon failing a performance evaluation?	USAFE MTP VOL I, paragraph 3.9.3 EUCOM EAP Vol I Ch 1 paragraph 7h	1,3,5,11	
2.21.	Are all certified EA controllers completing performance training rides?	USAFE MTP VOL I, paragraph 3.9.5 and AFI 10-207, paragraph 5.4.3.2 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.22.	Are performance-training scripts maintained until all certified controllers have received the training and the next script is prepared?	USAFE MTP VOL I, paragraph 3.9.5 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
2.23.	Are performance training dates recorded on the Controllers Recurring Testing Record?	USAFE MTP VOL I, paragraph 3.9.5 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.24.	(CCGI) Does each controller meet the required pre-requisites before entering initial EA controller training?	USAFE MTP VOL I, paragraph 3.10.1 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7f AFI 10-207 paragraph 3.3	1,3,5,10, 11	
2.25.	Do controllers begin initial training within 15 calendar days of arrival on station?	USAFE MTP VOL I, paragraph 3.10.2 or USAFE MTP	3,5,10, 11	
2.26.	Is initial EA certification completed within the required time frame?	USAFE MTP VOL I, paragraph 3.10.2 or USAFE MTP	3,5,10, 11	
2.27.	(CCGI) Has each controller met required pre-requisites prior to EA certification?	USAFE MTP VOL I, paragraph 3.10.3 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7f	1,3,5,10, 11	
2.28.	(CCGI) Are all controllers, certified/decertified by the appropriate individual?	USAFE MTP VOL I, paragraph 3.10.4 or USAFE MTP AFI 10-207 paragraph 5.5	1,3,5,10, 11	
2.29.	Are Controllers Certification Records countersigned if previously signed by an official below the designated individual?	USAFE MTP VOL I, paragraph 3.10.4 or USAFE MTP AFI 10-207 paragraph 5.5	1,3,5,10, 11	
2.30.	Do controllers who miss the monthly training meeting review the training meeting tape and take all required tests within 5 calendar days of return to duty?	USAFE MTP VOL I, paragraph 3.11.1 or USAFE MTP	1,3,5,10, 11	
2.31.	Are detailed minutes of the monthly training meeting maintained?	USAFE MTP Vol I, paragraph 3.11.1 or USAFE MTP	1,3,5,10, 11	
2.32.	Are training meetings recorded on "Record of Controller Formal Training"?	USAFE MTP Vol I, paragraphs 3.11.1 and 3.15.2 or USAFE MTP	1,3,5,10, 11	

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2.33.	Are training meetings being conducted at least once a month?	USAFE MTP VOL I, paragraph 3.11.1 or USAFE MTP	1,3,5,10, 11	
2.34.	Are all controllers, with the exception of those excused, attending monthly formal training sessions?	USAFE MTP VOL I, paragraph 3.11.1 or USAFE MTP AFI 10-207 paragraph 5.4.1	1,3,5,10, 11	
2.35.	Are monthly training meetings electronically recorded for review by absent controllers?	USAFE MTP VOL I, paragraph 3.11.1 or USAFE MTP	1,3,5,10, 11	
2.36.	Are controllers decertified if away from duty or home station for 45 days or more?	USAFE MTP VOL I, paragraph 3.12.2 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7g	1,3,5,10, 11	
2.37.	Are controllers who fail a recurring test or performance evaluation, documented on the "Supplemental/Remedial Training Record" and "Recurring Testing Record"?	USAFE MTP VOL I, paragraph 3.13.1 and 3.13.2 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.38.	(CCGI) Are controllers who fail a recurring EAP test, performance evaluation placed in remedial training and successfully retested/reevaluated prior to performing controller duties?	USAFE MTP VOL I, paragraph 3.13.2 EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.39.	Are controller decertification recommendations accomplished IAW the MTP?	USAFE MTP VOL I, paragraph 3.13.3 or USAFE MTP	1,3,5,10, 11	
2.40.	Are controller recurring training and certification records organized and maintained in individual 6-part folders?	USAFE MTP VOL I, paragraph 3.14 or USAFE MTP	1,3,5	
2.40.1	Are controller recurring training and certification records organized and maintained in individual 4-part folders?	USAFE MTP VOL I, paragraph 3.14 or USAFE MTP	10,11	
2.41.	(CCGI) Has an initial training syllabus been developed and used for each controller entering training, and is it maintained for the duration of the controller's assignment?	USAFE MTP VOL I, paragraph 3.14.1 or USAFE MTP AFI 10-207 paragraph 5.5.1 EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
2.42.	(CCGI) Is EA Certification, Decertification and Recertification documented on the “Controller Certification Record”?	USAFE MTP VOL I, paragraph 3.14.2 or USAFE MTP EUCOM EAP Vol I Ch 1 paragraph 7e	1,3,5,10, 11	
2.43.	(CCGI) Is ED 55-25 Certification/ Recertification accomplished and documented?	USAFE MTP VOL I, paragraph 3.14.4; ED 55-25 paragraph 5e and Appendix F	1,3,5	
2.44.	Are all performance evaluation results recorded on the Controllers Recurring Testing Record with date and rating?	USAFE MTP Vol I, paragraph 3.14.6	1,3,5,10, 11	
2.45.	Is a recurring Nuclear Training Record maintained for all certified EA controllers in Section VI of the training record?	USAFE MTP VOL I, paragraphs 3.14.6 and 3.11.3	3,5	
2.46.	Is the following training documented in section VI of the individual training record?	USAFE MTP VOL I, paragraphs 3.14.6.2-3.14.6.5; USAFEI 21-205, paragraphs 1.5 and 1.6		
2.46.1.	Aircraft Familiarization	USAFE MTP VOL I, paragraphs 3.14.6.2-3.14.6.5; USAFEI 21-205, paragraphs 1.5 and 1.6	3,5	
2.46.2.	Use of Force	USAFE MTP VOL I, paragraphs 3.14.6.2-3.14.6.5; USAFEI 21-205, paragraphs 1.5 and 1.6	3,5	
2.46.3.	Command Module System Lock/Unlock Training	USAFE MTP VOL I, paragraphs 3.14.6.2-3.14.6.5; USAFEI 21-205, paragraphs 1.5 and 1.6	3,5	
2.46.4	Command Disable System (CDS)	USAFE MTP VOL I, paragraphs 3.14.6.2-3.14.6.5; USAFEI 21-205, paragraphs 1.5 and 1.6	3,5	

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2.47.	Is the following training documented for all certified controllers?	USAFE MTP Vol I, paragraphs 3.14.6.2-3.14.6.5	1,3,5	
2.47.1.	Nuclear Surety	AFI 91-101 paragraph 2.16.1	1,3,5	
2.47.2.	Authenticator Opening	EUCOM EAP Vol IV Ch1 paragraph 6c	1,3,5	
2.48.	Are an AF Form 1098, "Special Task Certification and Recurring Training Record" maintained for all required personnel in their 6-part folder?	USAFE MTP VOL I, paragraph 3.14.7 or USAFE MTP	3,5,10, 11	
2.49.	Does the training manager provide a self-study letter detailing areas to be studied by all controllers each month?	USAFE MTP Vol I, paragraph 3.15.1 and Fig 1 and AFI 10-207 paragraph 5.4.2 or USAFE MTP	1,3,5,10, 11	
2.50.	Are self-study letters published in sufficient time before the training meeting to allow for self-study?	USAFE MTP Vol I, paragraph 3.15.1 or USAFE MTP	3,5,10, 11	
2.51.	Does the self-study letter identify the knowledge and performance Criterion Reference Objectives to be trained for that month?	USAFE MTP Vol I, paragraph 3.15.1 and Fig 1 or USAFE MTP AFI 10-207 paragraph 5.4	1,3,5,10, 11	
2.52.	Is a copy of the self-study letter placed in the CIF?	USAFE MTP Vol I, paragraph 3.15.1 or USAFE MTP	1,3,5,10, 11	
2.53.	Are self-study letters retained for 12 months from the end of the month they cover?	USAFE MTP Vol I, paragraph 3.15.1 or USAFE MTP	1,3,5,10, 11	
2.54.	(CCGI) Has a unit training plan (UTP), based on the MTP been developed for use during initial, recurring and refresher training?	USAFE MTP VOL I, paragraph 4.2 or USAFE MTP paragraph 4	3,5,10, 11	
2.55.	(CCGI) Has the unit tailored the UTP to reflect the unit mission, facilities and equipment by adding new tasks, modifying existing tasks or deleting non-applicable tasks?	USAFE MTP VOL I, paragraph 4.2.1 or USAFE MTP paragraph 4	3,5,10, 11	
3.	ADMINISTRATIVE/PHYSICAL SECURITY			

Item No.	Item	REFERENCE	IAC	Yes/No
3.1.	Is NATO classified material controlled IAW applicable directives?	AFI 31-401 paragraph 1.5.2	1,3,5,10, 11	
3.2.	At CPs functioning as a NATO Control Point, has a NATO Control Point Officer and alternate been appointed?	USAFEI 10-207, paragraph 1.5.3.7 AFI 31-406 paragraph 7.1.4	1,3,5,10, 11	
3.3.	(CCGI) Has a security manager been appointed for the CP and is management of information and personnel security IAW applicable security directives?	USAFEI 10-207, paragraph 1.5.3.13 AFI 10-207 paragraph 2.2.9	1,3,5,10, 11	
3.4.	When applicable, has installation of electronic equipment been accompanied by an EMSEC/COMPUSEC inspection?	USAFEI 10-207, paragraphs 2.7.1-2.7.3 AFI 33-203 paragraph 2.13	1,3,5,10, 11	
3.5.	Where applicable, do CPs maintain a copy of the latest EMSEC/COMPUSEC inspection rpt?	USAFEI 10-207, paragraph 2.7.4, and AFI 33-203 paragraph 2.13	1,3,5,10, 11	
3.6.	(CCGI) Do controllers exhibit good security practices (Strictly adhere to entry control procedure, announce "unsecured line" when appropriate?	USAFEI 10-207, paragraph 2.7.5	1,3,5,10, 11	
3.7.	(CCGI) Are duty EA controllers armed as Group B personnel for internal security/protection?	USAFEI 10-207, paragraph 3.5 AFI 31-207, paragraphs 2.3.5 and 2.4.2.	3,5	
3.8.	(CCGI) Does the CP have written procedures (OI or QRC) for entry and circulation control?	USAFEI 10-207, paragraph 3.6 AFI 10-207 paragraph 2.2.9	1,3,5,10, 11	
3.9.	Do procedures for entry and circulation control address the areas outlined in applicable directives?	USAFEI 10-207, paragraphs 3.6.1-3.6.4.2 AFI 10-207 paragraph 2.2.9	1,3,5,10, 11	
3.10.	(CCGI) Do on-duty EA controllers control access to the EA cell and is direct EA cell access restricted to CP/ Key personnel as designated by the OIC?	USAFEI 10-207, paragraphs 3.6.4.1-3.6.4.2 AFI 10-207 paragraph 2.2.9.1	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
3.11.	Does the CP maintain a book or file that contains all permanent EALs, active one-time EALs, and AF Form 2586 files, as applicable?	USAFEI 10-207, paragraph 3.8, AFI 31-101, paragraph 9.10	1,3,5,10, 11	
4.	FACILITIES AND EQUIPMENT			
4.1.	Is the EA cell and Alternate EA Cell constructed and equipped to comply with applicable headquarters guidance?	USAFEI 10-207, paragraphs 2.3-2.4, 2.6 and 2.18, AFI 31-101, paragraphs 11.9 and 11.13	1,3,5,10, 11	
4.1.1.	Emergency Generator?		1,3,5,10, 11	
4.1.2.	Emergency Lighting?		1,3,5,10, 11	
4.1.3.	Sound Suppression?		1,3,5,10, 11	
4.1.4.	Ventilation?		1,3,5,10, 11	
4.1.5.	Immediate Access Storage?		1,3,5,10, 11	
4.1.6.	Display Space?		1,3,5,10, 11	
4.1.7.	Reproduction Equipment?		1,3,5,10, 11	
4.1.8.	Raised floor and drop ceiling?		1,3,5,10, 11	
4.1.9.	C2 Systems Terminal Areas?		1,3,5,10, 11	
4.1.10.	Food storage/preparation area?		1,3,5,10, 11	
4.1.11.	EAM processing light?		1,3,5,10, 11	
4.1.12.	Windows will have blinds/drapes?		1,3,5,10, 11	
4.1.13.	Status indicators for entrapment/ standoff area doors and a switch for EAM processing?		1,3,5,10, 11	
4.1.14.	CPs with TPC material have covert electronic duress system?		1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
4.1.15.	Consoles centrally located, console positions for two controllers and senior controller?		1,3,5,10,11	
4.1.16.	Escort unauthorized personnel out of EA cell and close the cell door upon rept of EAM?		1,3,5,10,11	
4.1.17.	Primary entrance door--Mechanically or electronically operated cipher door lock. No key lock system allowed?		1,3,5,10,11	
4.1.18.	Cipher Locks, inner and outer doors?		1,3,5,10,11	
4.1.19.	Entrance door, inner door of the entrapment area. Emergency Exit available/only can be opened from inside the CP?		1,3,5,10,11	
4.1.20.	Secondary entrances/exits alarmed?		1,3,5,10,11	
4.1.21.	One-way glass or closed circuit TV?		1,3,5,10,11	
4.2.	Entrapment and Standoff Area:	USAFEI 10-207, paragraphs 2.5 and 2.18	3,10,11	
4.2.1	Entrapment and Standoff Area available/ Short hallway with a door at each end. EA Cell door inner door, opposite door exterior door?		3,10,11	
4.2.2.	Sensors on Inner and Outer doors?		3,10,11	
4.2.3.	Closed-circuit TV camera on entrapment/standoff area with monitors from inside EA cell?		3,10,11	
4.2.4.	Selected locks must provide remote unlocking capabilities from the EA Consoles?		3,10,11	
4.2.5.	Shielded push button unlocking on the inner side of the door, doorframe or wall?		3,10,11	
4.2.6.	Remote unlocking from the EA cell?		3,10,11	
4.2.7.	Entrance Telephone mounted on the exterior of the entrapment or standoff area next to the outer door?		3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
4.2.8.	Inner door must be of solid construction except for reinforced window or peephole and a securable credentials slot?		3,10,11	
4.2.9.	Outer door either solid construction or heavy metal-wire mesh?		3,10,11	
4.3.	(CCGI) Is required communications equipment available and operational in the primary and alternate CP?	USAFEI 10-207, paragraphs 2.6.3.1-2.6.3.6 and 2.18 EUCOM EAP Vol I, chap 2, AFI 10-207, paragraph 2.2.7		
4.3.1.	USCINCEUR Non-Strategic Nuclear Forces Command, Control, and Communications Systems (NSNFC3S) available and operational?		1,3,5,11	
4.3.2.	Internal CP communications: BS, Mission Director, SRC CC and Reports cell. Access to Base PA, Sirens and Klaxons?		3,5,10, 11	
4.3.3.	US secure capability, which can interface with USAFE & USEUCOM command center and other USAFE CPs with similar missions?		1,3,10, 11	
4.3.4.	Direct Lines—BCC, CSC, Munitions Control, FD, Control Tower, BOPS, MOC, CC office, SQ SOC, and ACP EA Cell?		3,10,11	
4.3.5.	Land Mobile Radio (LMR) system with access to CCs net and other base networks, as required?		1,3,5,10, 11	
4.3.6.	At least 3 admin telephone lines?		3,5,10, 11	
4.3.7.	At least 1 DSN access line?		3,5,10, 11	
4.3.8.	Direct line to USAFE Command Center and HHQ NATO Controlling Authority?		3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
4.3.9.	CONFERENCE – Alert directive dissemination. At CPs supporting US airfields, both receive and transmit capability on Secondary Crash Net?		3,10,11	
4.3.10.	Tape recording capability/generate warning tone?		1,3,10, 11	
4.3.11.	Third controller console, direct line to CC's position, mission director, SRC CC, CC's office, ACP EA Cell and each SOC?		3,5,10, 11	
4.4.	(CCGI) Does the Primary and Alternate CPs maintain additional specific configuration and equipment requirements outlined in applicable directives?	USAFEI 10-207, paragraphs 2.7, 2-8, 2.14-2.17, and 2.18 AFI 33-203, paragraph 2.13 AFI 33-202 paragraph 3.17.2		
4.4.1	EMSEC/COMPUSEC Requirements?		1,3,10, 11	
4.4.2.	2 24-Hour clocks--ZULU/LOCAL?		1,3,10, 11	
4.4.3.	Event timer		1,3,10, 11	
4.4.4.	Safes – TPI & TPC		1,3,10, 11	
4.4.5.	Frame Room		1,3,10, 11	
4.4.6.	Latrines		1,3,10, 11	
4.4.7.	Storage Area		1,3,10, 11	
4.4.8.	Administrative Area		1,3,10, 11	
4.5.	Do the battle staff area, command cab, and survival recovery center (SRC) meet the configurations and equipment requirements as outlined in headquarters directives?	USAFEI 10-207, paragraphs 2.9, 2.10, and 2.11	3,10,11	
4.5.1.	BATTLE STAFFs:		3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
4.5.1.1.	Area equipped with sufficient tables or consoles?		3,10,11	
4.5.1.2.	Each position have a table or console with a multi-line telephone unit?		3,10,11	
4.5.1.3.	24 hour wall clocks, Local & Zulu?		3,10,11	
4.5.1.4.	US Secure Voice System?		3,10,11	
4.5.1.5.	STU-II Bravo or NATO Secure Voice?		3,10,11	
4.5.1.6.	C2 Systems as appropriate?		3,10,11	
4.5.2.	COMMAND CABs:		3,10,11	
4.5.2.1.	Area equipped with sufficient tables or consoles?		3,10,11	
4.5.2.2.	Each position have a table or console with a multi-line telephone unit?		3,10,11	
4.5.2.3.	Necessary seating capacity for Wing CC and Staff?		3,10,11	
4.5.2.4.	Centrally Located?		3,10,11	
4.5.2.5.	Physically separated by fixed walls and locking door?		3,10,11	
4.5.2.6.	24 hour wall clocks, Local & Zulu?		3,10,11	
4.5.2.7.	US Secure Voice System?		3,10,11	
4.5.2.8.	STU-II Bravo and NATO Secure Voice?		3,10,11	
4.5.2.9.	C2 Systems as appropriate?		3,10,11	
4.5.3.	SURVIVAL RECOVERY CENTER:		3,10,11	
4.5.3.1.	Area equipped with sufficient tables or consoles?		3,10,11	
4.5.3.2.	Each position have a table or console with a multi-line telephone unit?		3,10,11	
4.5.3.3.	Necessary seating capacity for Wing CC and Staff?		3,10,11	
4.5.3.4.	Centrally Located?		3,10,11	
4.5.3.5.	Physically separated by fixed walls/locking door?		3,10,11	
4.5.3.6.	24 hour wall clocks, Local & Zulu?		3,10,11	
4.5.3.7.	US Secure Voice System?		3,10,11	
4.5.3.8.	STU-II Bravo and NATO Secure Voice?		3,10,11	
4.5.3.9.	C2 Systems as appropriate?		3,10,11	

Item No.	Item	REFERENCE	IAC	Yes/No
4.6.	Can all classified be stowed when evacuating?	USAFEI 10-207, paragraph 2.18.4, AFI 33-211 paragraph 46	1,3,5,10, 11	
4.7.	(CCGI) Have procedures been established to ensure connectivity with Higher Headquarters (HHQ) during a communications outage?	USAFEI 10-207, Attachment 2, paragraph A2.3.4, AFI 33-211 paragraph 47	1,3,5,10, 11	
5.	GENERAL REPORTING REQUIREMENTS/PROCEDURES MANAGEMENT			
5.1.	Does the unit commander ensure reporting is accomplished according to the appropriate reporting directives?	USAFEI 10-207, paragraph 1.5.2.12	3,5,10, 11	
5.2.	Does the CP OIC or NCOIC appoint reports NCOIC and ensure a reports program is developed, maintained, and administered?	USAFEI 10-207, paragraph 1.5.3.2; USAFE MTP VOL I, paragraph 3.4	3,5,10, 11	
5.3.	Is the reports cell properly configured?	USAFEI 10-207, paragraph 2.12	3,5,10, 11	
5.4.	(CCGI) Does unit have current copies, with changes posted, of all reporting pubs listed in the latest USAFE Current Publications List?	USAFEI 10-207, paragraph 3.9	3,5,10, 11	
5.5.	Does the reports manager assist the training manager in the reports certification and recurring training?	USAFE MTP VOL I, paragraph 3.4	3,5,10, 11	
5.6.	Do the reports NCOIC accomplish the following?	USAFE MTP VOL I, paragraphs 3.4-3.4.1	3,5,10, 11	
5.6.1.	Develop and maintain the necessary regulations, OIs, MOAs, JOIs and checklists to support the requirements of reporting directives?		3,5,10, 11	
5.6.2.	Maintain EA certification?		3,5,10, 11	
6.	GENERAL REPORTING REQUIREMENTS and PROCEDURES			

Item No.	Item	REFERENCE	IAC	Yes/No
6.1.	Has written guidance covering the reporting directives been published, to include as a minimum, procedures for submitting Deviation and Attainment Reports?	USAFE EAF Vol II, ch 2, paragraphs 2-15-2-17, EUCOM EAP Vol II Ch1 paragraph 4d	1,3,5,10, 11,12	
6.2.	Are OPREP-3s correctly formatted using formats found in AFPAM 10-709 V1CD?	AFI 10-206, paragraphs 2.5, 3.6, and Figure 3.2	1,3,5,10, 11,12	
6.3.	Are OPREP-3s addressed IAW HHQ directives?	AFI 10-206, table 3.4; USAFE Sup 1 paragraph 11.4.2	1,3,5,10, 11,12	
6.4.	(CCGI) Are procedures established to submit voice OPREP-3s via the fastest means available?	AFI 10-206, paragraph 3.5; USAFE Sup 1, paragraph 3.5.1.1	1,3,5,10, 11,12	
6.5.	(CCGI) Are OPREP-3s submitted IAW HHQ directives?	AFI 10-206, paragraph 3.5; USAFE Sup 1, paragraphs 3.5.1.1-3.5.2.1.1	1,3,5,10, 11,12	
6.6.	(CCGI) Are record copy OPREP-3s transmitted within specified timing standards?	AFI 10-206, paragraph 3.5 USAFE Sup 1, paragraph 3.5.2.1.1	1,3,5,10, 11,12	
6.7.	Are Actual & Exercise OPREP-3s numbered and logged correctly?	AFI 10-206, paragraphs 3.7 and 3.8	1,3,5,10, 11,12	
6.8.	(CCGI) Are AVOID Reports submitted IAW HHQ Directives?	AD 80-6, Vol 2, Part II (ED 60-12) paragraph 8.6.4.7, ED 55-25 paragraph B-3	1,3,5	
6.9.	(CCGI) Are QRCs written so only emergency/response force notifications are made prior to referring to the reports book?	USAFEI 10-207 paragraph 3.12.4.5 AFI 10-206	1,3,5,10, 11	
6.10.	Are changes in unit preparedness/ posture, Avoid Amber, and Avoid Red reports logged in Events Log, USAFE Form 860 or Form Management approved computer facsimile?	USAFEI 10-207, paragraphs 3.18.6 and 3.18.11 AFI 10-207 paragraph 4.1	1,3,5,10, 11	
6.11.	Are all actions taken during operational reporting logged in Events Log, USAFE Form 860 or approved computer facsimile?	USAFEI 10-207, paragraph 3.18.10, AFI 10-206	1,3,5,10, 11	
7.	GENERAL REPORTS TRAINING	USAFE MTP VOL I		

Item No.	Item	REFERENCE	IAC	Yes/No
7.1.	Is a Reports Binder made available to the controllers to include:	paragraph 3.4.2 and USAFE Sup 1 to AFI 10-206 Chapter 12	1,3,5,10, 11	
7.1.1.	AFI 10-206		1,3,5,10, 11	
7.1.2.	USAFE Sup 1 to AFI 10-206		1,3,5,10, 11	
7.1.3.	OPREP-3 checklists		1,3,5,10, 11	
7.1.4.	Voice/hardcopy Templates from AFMAN 10-709VICD (JIEO Handbook 9000) to include:		1,3,5,10, 11	
7.1.4.1.	Covered Wagon/Helping Hand		1,3,5,10, 11	
7.1.4.2.	Oprep-3 Reports		1,3,5,10, 11	
7.1.4.3.	White Pinnacle		1,3,5,10, 11	
7.1.4.4.	DOPSUM		1,3,5,10, 11	
7.1.4.5.	Alert Status		1,3,5,10, 11	
7.1.4.6.	Commander's SITREPs		1,3,5,10, 11	
7.1.4.7.	Avoid Amber/Avoid Red		1,3,5,10, 11	
7.1.4.8.	Possible Compromise Reports		1,3,5,10, 11	
7.1.4.9.	Blue Dart		1,3,5,10, 11	
7.1.4.10.	GENADMIN		1,3,5,10, 11	
7.1.4. 11.	INFOCON		1,3,5,10, 11	
7.2.	Has a reports block test been developed?	paragraph 3.7.1 and AFI 10-207 paragraph 4.2	1,3,5,10, 11	

Item No.	Item	REFERENCE	IAC	Yes/No
7.3.	(CCGI) Is the reports block test successfully administered to each individual prior to EA certification?	Paragraph 3.7.2	3,5,10,11	
7.4.	Are the following reports included in the certification Performance evaluations:	Paragraph 3.9.2	3,5,10,11	
7.4.1.	(2) OPREP-3 Pinnacle reports (one of which will be a ED or EE)?		3,5,10,11	
7.4.2.	(1) Beeline, and Homeline report?		3,5,10,11	
7.4.3.	(1) Alert Status Report?		3,5,10,11	
7.5.	Has an initial training syllabus been developed?	Paragraph 3.10	3,5,10,11	
7.6.	Are reports tasks from the EAP Knowledge Objective List included in monthly training letter/meeting?	Paragraph 3.11.1	3,5,10,11	
7.7.	(CCGI) Are Reports knowledge objectives included in the EA test IAW MTP knowledge objectives?	Paragraph 3.11.2	3,5,10,11	
7.8.	(CCGI) Is recurring training for reports accomplished?	Paragraph 3.11.5	3,5,10,11	
8.	TSCA ADMINISTRATION			
8.1.	Have a Top Secret Control Officer (TSCO) and alternate been appointed for the CP and is a Top Secret Control Account (TSCA) maintained?	USAFEI 10-207, paragraph 1.5.3.6 USAFE PAM 31-401 paragraphs 1.1 and 1.2	1,3,5,10,11	
8.2.	(CCGI) Is TOP SECRET material being controlled and accounted for properly?	AFI 31-401, paragraph 5.10; USAFE PAM 31-401; USAFE Sup1 to AFI 31-401; DOD 5200.1R	1,3,5,10,11	
9.	EMERGENCY ACTIONS			
9.1.	(CCGI) Are US and NATO Checklist books (EACAF) books properly developed and constructed?	USAFE EAP Vol III, paragraph 1.15 EUCOM EAP Vol I Ch1	1,3,5,11	
9.2.	(CCGI) Does the unit make formal changes to their Checklist (EACAFs) in response to changes in Reference documents?	USAFE EAP Vol III, paragraph 1.15 EUCOM EAP Vol I Ch1	1,3,5,11	

Item No.	Item	REFERENCE	IAC	Yes/No
9.3.	(CCGI) Can controllers in an accurately and timely manner:	EUCOM EAP Vol I, chap 1, paragraph 5 USAFE EAP VOL I, paragraph 1.3.3 USAFE EAP	1,3,5,10, 11	
9.3.1.	Process EAMs?		1,3,5,10, 11	
9.3.2.	Authenticate EAMs?		1,3,5,10, 11	
9.3.3.	Relay instructions/complete appropriate actions?		1,3,5,10, 11	
9.4.	(CCGI) Are required decode documents available and are spare groups/unassigned values posted?	EUCOM EAP Vol I Chapter 3 USKAC-166	1,3,5,11	
9.5.	Has the unit developed EA checklist to respond to USAFE EA Messages, i.e., Cobalt and Crimson messages.	USAFE EAP	3,5,10, 11	
10.	UNIT CONTROL CENTERS (UCC)	USAFEI 10-207		
10.1.	Does the UCC act as the central point of command and control for actual/exercise operations or during contingency or disaster situations?	paragraph 8.3	12	
10.2.	When the UCC is not activated, is there a 24-hour POC to respond to alert or contingency directives and submit required reports?	paragraph 8.3	12	
10.3.	Are procedures established to activate the UCC?	paragraph 8.4	12	
10.4.	When activated does the UCC send out an activation message?	paragraph 8.4.3	12	
10.5.	Does the commander ensure training is conducted for those areas required for UCC operation?	paragraphs 8.6 and 8.10.3.7	12	
10.6.	Does training include the following:	paragraphs 8.6.1-8.6.8 and 8.10.3.7.1-8.10.3.7.5	12	
10.6.1.	General overview of UCC operations?		12	
10.6.2.	Administrative/physical security and COMSEC procedures?		12	
10.6.3.	Communications procedures, including secure communication procedures?		12	

Item No.	Item	REFERENCE	IAC	Yes/No
10.6.4.	Appropriate local/HHQ plans and taskings?		12	
10.6.5.	USAFE operational reporting procedures?		12	
10.6.6.	USAFE Alert Procedures?		12	
10.6.7.	Review of required responses to contingencies and what types of info need to be up-channeled immediately to the supporting CP or SRC rep?		12	
10.7.	Is there a facility identified for UCC operations?	paragraphs 8.7 and 8.10.2.6	12	
10.8.	Are there activation/deactivation procedures established?	paragraph 8.10.2.2	12	
10.9.	Has personnel been identified for conducting operations in the UCC?	paragraph 8.10.2.3	12	
10.10.	Is there a unit OPR designated for preparation and review of the unit alert plan?	paragraph 8.10.2.4	12	
10.11.	Has the GSU commander ensured a MOU exists between the unit and Servicing Support Agency?	paragraph 8.10.2.7	12	
10.12.	Is there a secure communications capability? (STU-III or SIPRNET)	paragraph 8.10.2.8	12	
10.13.	If the UCC is not activated is there a 24-Hour point of contact established to respond to alert or contingency and disaster situations?	USAFEI 10-207, paragraph 8.10.2.9	12	
10.14.	Does the unit report situations that meet OPREP-3 criteria as identified in AFI 10-206 and USAFE Sup 1.	USAFEI 10-207, paragraph 8.10.3.2	12	
10.15.	Is the 24-hour POC list provided to your parent unit/MOB CP updated by the fifth of each month?	USAFEI 10-207, paragraph 8.10.3.6	12	
10.16.	Has a continuity book been established?	USAFEI 10-207, paragraph 8.10.3.8	12	
11.	BATTLE MANAGEMENT CENTER(BMC)/SURVIVAL RECOVERY CENTER (SRC)/ DISASTER CONTROL GROUP (DCG) OPERATIONS	USAFEI 10-207		

Item No.	Item	REFERENCE	IAC	Yes/No
11.1.	Are all required documents readily available to the BMC, SRC, DCG?	Paragraph 9.3.4	3,10,11	
11.2.	Have activation procedures and operating guidance been developed and published?	Paragraph 9.4.1	3,10,11	
11.3.	Are all assigned primary BMC, SRC, and DCG members initially trained and maintain proficiency?	Paragraph 9.4.2.2	3,10,11	
11.4.	Are proper OPSEC/COMSEC procedures followed at all times?	Paragraph 9.4.2.3	3,10,11	
11.5.	Are the BMC, SRC, and DCG accomplishing all required tasks?	Paragraph 9.4.4	3,10,11	
11.6.	Are Host/Tenant Functions properly defined in established MOA/MOUs?	Paragraph 9.5	3,10,11	
11.7.	Does the unit submit BMC, SRC, DCG Activation or Deactivation report when required?	Paragraph 9.6	3,10,11	
11.8.	Does the commander exercise activating the BMC, SRC, and DCG at least once each quarter? (Requirement may be satisfied by a real-world event/local exercise/HHQ direction event or HHQ inspections)	Paragraph 9.7	3,10,11	
11.9.	Are all required initial and annual refresher member training being accomplished and is it documented?	Paragraph 9.8	3,10,11	
11.10.	Is the BMC, SRC, DCG activated when required?	Paragraph 9.9	3,10,11	

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